

CASA of Denton County, Inc.

Job Description: Operations Assistant

Classification: Full Time, Non-Exempt

Reports to: Operations Director

Qualifications:

- General office experience
- Bookkeeping experience a must
- Professional oral and written communication skills
- Ability to interact cooperatively with diverse populations and different personalities, including assisting various staff members with a wide range of different tasks and prioritizing time usage accordingly
- Computer literate with Microsoft Office, Quickbooks (online version), and familiarity with database products
- Ability to maintain confidentiality and discretion

Responsibilities:

- Bookkeeping duties including entering deposits into Quickbooks and taking checks to the bank.
- Entering accounts payable into Quickbooks.
- Bank and credit card reconciliations.
- Administrative duties including creating documents and gathering data, scanning, filing, mailing, inputting information into agency databases, and general office assistance for the OD, ED, and other staff as needed.
- Record, distribute and keep minutes of all staff meetings.
- Maintain and monitor Administrative Calendar, Grant Calendar, and Staff Evaluation schedule to ensure compliance.
- Greeting guests and assisting callers.
- Assist with routine maintenance or maintenance calls for equipment and building maintenance.
- Maintain agency files including board, general agency, financial, and other files, whether electronic or paper.
- Maintain agency activity calendars, oversee room reservation and other aspects of meeting planning and cleanup after meetings.
- Assist Recruiting and Training with entries into volunteer database and maintenance of files; assist with the volunteer lending library.
- Assist Development with entries into donor database and clerical support.
- Gather and manage data necessary for grant reports, including statistics and budget information.
- Maintain inventory of office and building supplies, assistance with purchasing including gathering bids when necessary.
- Conduct annual asset inventory including furniture and computer equipment.
- Participate in continuing education opportunities relevant to this position.
- Other duties as assigned by the Operations Director.

Conditions of Employment

- Maintain regular office hours with some flexibility.
- Light bending and lifting for some office work - storing or moving supplies, etc.